



Facility, Field and Equipment Fee Waiver Request

Requests for fee waivers or reduced fees are determined on a case by case basis for community based events and community fundraisers that are aligned with the Mission of Durham Parks and Recreation. Fee waivers or reduced fees on rentals of facilities, fields, and equipment must be approved by the Recreation Advisory Commission and the Director of Durham Parks and Recreation.

Eligible Organizations:

- Non-profits with 501(c)3 status.
- Clubs and organizations that provide educational or community program opportunities that are open to the general public and who donate services.
- Groups that have provided park, field or other facility improvements beyond the scope of the Adopt-A-Park/Adopt-A-Trail program may use their service waiver credit that was issued to them for the cost of the materials.
- City of Durham departments who provide services in return.

Requirements:

1. Complete the attached request for reduced or waived fees, partnership/sponsorship addendum and **attach a copy of your rental or equipment use application.**
2. Submit all required information by 5 p.m. on the fifteenth day of a month and at least 30 days prior to the event so it can be reviewed at the next Recreation Advisory Commission meeting. Please plan a couple months a head. Facsimile transmissions will not be accepted.
3. You must have paid all refundable deposits and mandatory fundraiser fees. These fees cannot be waived. **Attach a copy of the receipt showing all mandatory fees being paid.**
4. **If non-profit a copy of your 501(c)3 must be attached**
5. Event must benefit the Durham community and be relative to the mission of DPR.
6. The RAC will not waive fees for picnic shelters, rental application fees or any fees that are established and associated with cleaning, staff time, setup/dismantle and custodial services.

Any proposals received after 5 p.m. on the fifteenth of the month will be reviewed during the next rotation. Please note that the Recreation Advisory Commission does not meet in July.

Please Note:

This request does not guarantee the availability of DPR location(s) and/or equipment. You must have completed all applicable reservation procedures, including but not limited to reserving the facility and/or equipment and have paid the security deposit and fundraising fee (if applicable). You and the organization you represent are required to follow all established permit regulations and DPR rules during and after the event.

Organization: _____

EIN or Business License #: _____

Type of business: ☐ Government ☐ Non-profit ☐ for profit ☐ other: _____

You must attach a copy of the 501(c)3, if Non-profit

Address: _____ City _____ State _____ Zip _____

Contact Name: _____ Title: _____

Phone: (O) _____ (C) _____ (Alt.) _____

Email: _____ Web: _____

Requested facility/location of event: _____

Requested equipment: _____

Date(s) of event: _____ Requested amount to be waived: \$ _____

Brief Description of Event: _____

Type of event: ☐ Fundraiser ☐ Community Event ☐ Private Event

Specific details or comments that may assist the RAC/Director in making this decision:

I acknowledge that this request and any subsequent approval or denial does not guarantee the availability of DPR location(s) and/or equipment. I further understand that I must have completed all applicable reservation procedures prior to submitting this application including but not limited to reserving the facility and/or equipment and paying the security deposit and fundraising fee (if applicable). I further acknowledge that if the request is denied or a reduction of fees is granted the organization I represent must pay all remaining fees by the due date and that all established permit regulations and DPR rules will be followed during and after the event.

Signature

Date

For Office Use Only:

Review Date: _____	<input type="checkbox"/> Declined	<input type="checkbox"/> Approved reduction/waiver
RAC Chair: _____	Date: _____	
DPR Director: _____	Date: _____	

Partnership/Sponsorship Addendum: Please list all Partners/Sponsors:

1) Agency: _____ ☐ Partner ☐ Sponsor
Contact Name: _____ Title: _____
Phone: (O) _____ (C) _____ (Alt.) _____
Email: _____ Web: _____
Type of support to be provided:

2) Agency: _____ ☐ Partner ☐ Sponsor
Contact Name: _____ Title: _____
Phone: (O) _____ (C) _____ (Alt.) _____
Email: _____ Web: _____
Type of support to be provided:

3) Agency: _____ ☐ Partner ☐ Sponsor
Contact Name: _____ Title: _____
Phone: (O) _____ (C) _____ (Alt.) _____
Email: _____ Web: _____
Type of support to be provided:

4) Agency: _____ ☐ Partner ☐ Sponsor
Contact Name: _____ Title: _____
Phone: (O) _____ (C) _____ (Alt.) _____
Email: _____ Web: _____
Type of support to be provided:

